**CBUS 214: Spreadsheet Applications for Business**

**Lad Assignment 1**

Sally wants to create a workbook to record the recent book purchases made by sparrow & pond. The workbook should list the recent acquisition from private sellers, Libraries, and other vendors; include a description of each book and calculate the total number of books acquired and the total amount spent by sparrow & pond.

**Complete the following:**

1. Create a new, blank workbook, and then save the workbook as **book List.**

2.Rename the sheet1 worksheet as **Documentation,** and then enter the data shown in Figure 1-42 in the specified cells.

|  |  |
| --- | --- |
| **Cell** | **Data** |
| A1 | Sparrow & Pond |
| A2 | Author |
| A3 | Date |
| A4 | Purpose |

**Figure 1-42 : Documentation Sheet Data**

3. Set the font size of the title text in cell A1 to 26 point, Set the Width of column A to 30 Characters

4. Add new worksheet after the Documentation sheet, and then rename the sheet as **Books**.

5. In cell A1, enter the text **book Acquisitions**. Set the font size of this text to 26 point.

6. In cell A2, Enter the text **DATE** as the lable. In cell B2, Enter the date **4/3/2016.**

**7.**In the range **A4:D8** enter the data shown in Figure 1-43.

|  |  |  |  |
| --- | --- | --- | --- |
| **STATUS** | **TITLE** | **AUTHOR** | **PRICE** |
| New | Rocket Men: The Epic Story of the First Men on the Moon | Nelson,Craig | $12.95 |
| Used | Building of Colorado | Noel,Thomas | $22.50 |
| New | American Vision:The Epic History of art on America | Hughes,Report | $22.50 |
| New | Simple Comforts: 12 Cozy Lap Quilts | Diehl,Kim | $9.25 |

**Figure 1-43**

8. Insert new cells into the range **A4:A8**, shifting the other cells to the right.

9.Enter the label **BOOK ID** in cell A4, type **02103-new** in cell A5, and then type **09076-used** in cell A6.

10.Use **flah fill** to fill in the remaining book IDs(A7 and A8).

11. Set the width of columns A,B and D to 15 Characters each. Set the Width of column C to 30 Characters.

12. Set the book titles in the range C4:C8 to wrap to a new line

13. Add a column for **number of books** and the data as 50,110,1400,2300 (between the original columns D and E).

14. Center the data in column B.

15. Bold the data in cell A1, merge and center A1 to D1

16. Change the font color for cell A1 to RED.

17.Change the format of the data in column E to comma style (no decimal places showing).There is an icon on the home tab that sets it to comma style easily.

18.Add two new column labels to the right of the current columns; Unit Price and Total Cost. (They will be in columns G and H.) These two columns of data should be currency type so that the dollar sign is shown and column

19. enter the data: 0.99 in the cell G5:G8

20.Calculate Total Cost (column H) as column F times Column G. You will type in a formula like this into cell H2: =F5\*G5 (Be sure to begin the formula with an equal sign)

21.Fill the background color for the last column (column H) H4:H8 with green.

22. Move the book list in the range A4:H8 to the range A9:H13.

23.In cell G14, enter the text **TOTAL**. In cell H14, enter a function to add the price in the range H10:H13.

24. Add borders around the range A9:H14;

25.Change the page layout to landscape. Do this by clicking the Page Layout tab on the ribbon and then to Orientation to Landscape.

26.Change workbook theme to Lon.

27. Save and close.